

**Charter of the  
Department of Energy  
Criticality Safety Coordinating Team**

**I. BACKGROUND**

The Criticality Safety Coordinating Team (CSCT) was formed to provide an informal mechanism for federal DOE (Headquarters and Field) criticality safety personnel supporting line management to:

- 1) Promote consistent line NCS oversight programs;
- 2) Share nuclear criticality safety (NCS) program information;
- 3) Communicate lessons learned from the various sites;
- 4) Provide technical assistance and mentoring from senior NCS staff; and,
- 5) Assist in the field implementation of nuclear criticality safety (NCS) improvements.

During the implementation of Defense Nuclear Facilities Safety Board (DNFSB) Recommendation 97-2, *Criticality Safety*, the CSCT was formalized and its charter is approved by the Nuclear Criticality Safety Program Manager. The purpose of constituting the CSCT as a formal group under the auspices of the Department's integrated, coherent NCS program is to ensure that the initial functions are properly supported and to further delineate the roles and responsibilities of the CSCT.

**II. MISSION**

As its name implies, the mission of the CSCT is to coordinate consistent implementation of NCS programs across the Department. Specific objectives of the CSCT are to:

1. Help ensure proper implementation of ANSI/ANS-8 Standards and DOE Order 420.1 Section 4.3 within the framework of Integrated Safety Management Principles.
2. Provide DOE Field perspective and input to the Criticality Safety Support Group (CSSG) on issues related to implementation of DNFSB Recommendation 97-2.
3. Assist DOE Field Offices with advice and technical support for line management ES&H oversight of contractor criticality safety programs.
4. Provide a mechanism for implementing consistent DOE Field oversight of contractor criticality safety programs.
5. Provide a forum of federal DOE criticality safety specialists that will foster discussion and consensus on criticality safety related issues.

6. Provide an informal lessons-learned forum by sharing information on non-reportable criticality occurrences and deficiencies tracked by each individual site office.
7. Provide professional development and mentoring for federal staff to facilitate implementation of the Department's NCS qualification standard.
8. Supply Field Office line management with a pool of technical professionals to carryout the line oversight mission according to DOE P 450.5 including self-assessment of Field Office NCS programs.

### **III. OPERATION OF THE CSCT**

#### **A. Membership**

1. Membership consists of the federal DOE criticality safety subject matter experts at both Headquarters and the Field Offices directly involved with operational implementation of NCS. The CSCT membership list will be maintained current on the official DOE NCS Web Site.
2. Members of the CSCT shall complete the requirements for the Department's NCS qualification standard.

#### **B. Organization**

1. Chair: The Chair of the CSCT shall be appointed by the NCS Program Manager to one-year renewable terms.
2. Vice-Chair: The Vice-Chair shall be appointed by the CSCT Chair to a one-year term.

#### **C. Meetings**

1. Monthly Teleconferences: The CSCT shall hold a teleconference at least monthly. The Chair and Vice-Chair shall develop an agenda and provide it to the members at least one day in advance of the meeting. CSCT members may submit an item for the agenda through the Vice Chair at least two days in advance of the scheduled teleconference. The Chair shall make arrangements for the teleconferences and provide the schedule to the members well in advance.
2. Ad-Hoc Teleconferences: The Chair, with the concurrence of the Vice-Chair, may convene Ad-Hoc Teleconferences to address emerging issues. Ad-Hoc Teleconferences shall be announced at least one day in advance. An agenda will be provided to the members along with the meeting notice.

3. Annual Meetings: The group will physically meet at least annually at the one of the annual meetings of the American Nuclear Society. The Chair and Vice-Chair shall develop an agenda and provide it to the members at least one week prior to the meeting. The Chair shall make arrangements for the meeting.
4. Quorum: A quorum for the purpose of voting on issues shall consist of the Chair, Vice-Chair and at least four other CSCT members. Voting may be done via electronic mail as long as equivalent requirements for a quorum are met.
5. Minutes: The Chair or Vice-Chair shall ensure that the minutes of each meeting are formally recorded and distributed. Verbatim minutes of the meetings are not required. At a minimum, the main points of the issues and actions discussed shall be summarized.

D. Responsibilities

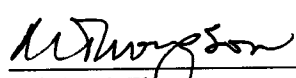
1. Chair- The Chair shall:
  - a. Arrange and attend meetings;
  - b. Provide coordination and communication with the NCS Program Manager, CSSG, DOE Committees, and Working Groups (Standards, Orders, Guides etc.);
  - c. Propose meeting agenda items emphasizing Department NCS program issues;
  - d. Provide technical support as needed to CSCT members and Field Office NCS programs;
  - e. Facilitate implementation of the Department's NCS qualification program;
  - f. Communicate criticality safety issues and lessons learned to Site and HQ POCs regularly as appropriate, including any follow-up actions recommended by the CSCT based upon the review of non-reportable criticality safety occurrences and deficiencies;
  - g. Arrange CSCT assistance teams as requested by Field Offices.
2. Vice-Chair - The Vice-Chair shall:
  - a. Prepare for and attend meetings;
  - b. Provide a focal point for communication with Field Office members of the CSCT;
  - c. Propose meeting agenda items emphasizing Field Office NCS issues;
  - d. Lead in the identification of technical support and infrastructure support needed by the Field Offices from the Department NCS program;
  - e. Provide technical support as needed to CSCT members and Field Office NCS programs; and,

f. Assume the responsibilities of the Chair in his absence.

3. CSCT Members - The CSCT Members shall:

- a. Participate in meetings;
- b. Maintain awareness of developments in the Department's NCS program;
- c. Complete the Department's NCS qualification program according to Field Office line management direction;
- d. Provide the Vice-Chair with site issues and concerns that impact the NCS program (e.g. positive and negative lessons-learned, need for additional NCS training support, need for technical assistance/support, identification of additional critical/sub-critical experimental data, self-assessment/oversight team support, etc.) prior to scheduled meetings;
- e. Provide information as requested by the Chair regarding NCS related USQs, deficiencies, infractions, and occurrence reports;
- f. Coordinate site specific CSCT activities with Field Office management;
- g. Inform Field Office management of developments in the Department's NCS program; and
- h. Review and comment on draft DOE NCS guides, directives, rules, qualification standards, orders etc.

E. Approvals:

 4/17/03  
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Michael Thompson  
NCS Program Manager